

DEPARTMENT OF STATE

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AND
Intelligence Advisers and Liaison Representatives
INTELLIGENCE ACQUISITION

Summary of Actions of Meeting, Tuesday, October 16, 1951

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Present: Messrs. Evans (OIR, Chairman), Buford (OLI), Booth (S/ISA), Spalding (ARA), Ross (E), Peake (FE), Manson (P), Wright (NEA), Heck (BI), Mrs. Finke (BI), and Messrs. McClelland (OIR), and Kinsolving (OIR, Secretary).

1. Biographic Reporting Program.

The meeting was devoted primarily to a continuation of the presentation given by Mr. Heck at the previous meeting of the Intelligence Advisers. Mr. Heck focused his discussion on the development of the relations of BI with Foreign Service personnel.

He indicated that biographic reporting had been going on to some extent during the entire history of the Department but that, in general, reporting was restricted to a mere form and the information received was extremely *pro forma*. In addition, there was no organized procedure in the Department to handle this function and to meet the Department's needs. A systematic biographic collecting and reporting program dates from the establishment of a central biographic unit in the Department during World War II, which sought to instruct the Foreign Service more fully in biographic reporting and to provide it with adequate guidance.

The biographic reporting program is carried on entirely within the framework of the Foreign Service, and BI has no special personnel assigned to this function abroad. However, each mission is required by instruction to designate an officer to carry out this work, and BI has attempted to clarify his duties and develop a close work relationship with him. Some of the efforts in this direction include (a) eliminating duplicate reporting between representatives of various agencies at the same post; (b) formalizing biographic reporting and encouraging the submission of brief notes, as well as full biographic reports (c) educating Foreign Service officers into specific BI procedures and services it can provide them. This general orientation program has been carried out by trips by BI personnel abroad, by the assignment of Foreign Service personnel to BI for indoctrination, and by a systematic exchange of correspondence between the Division and officers assigned to this work in the field. Progress in this activity is reflected in the increasing number of ratings which BI has made each year in evaluating the performance of Foreign Service personnel.

Mr. Heck described in some detail the method used by BI to provide biographic files in a number of missions abroad. These files are organized by BI for the missions and are kept current by periodic shipment of cards, thus permitting Foreign Service personnel to concentrate on reporting duties.

State Dept. declassification & release instructions on file

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There followed a discussion of the needs for further steps in improving biographic reports. Mr. Heck indicated that the section of the Foreign Service Manual on biographic reporting has been completed. He also pointed out again the difficulty BI experiences in getting information on foreign personnel who have been assigned to the United States for a period of time. In response to a question by Mr. Evans, Mr. Heck indicated that the biographic section of the Manual would assign responsibility for coverage of economic, cultural, and public relations personnel, in addition to the political personnel habitually covered in the present reporting scheme.

25X1B



L. Kinsolving

L. Kinsolving
OIR/PCS
October 29, 1951

CONFIDENTIAL

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R	Mr. Howe (2) Mr. Trueheart	EUR	Mr. Barnard
R/ES	Mr. Killea Mr. Pope	ARA	Mr. Spalding
OIR	Mr. Evans	P	Mr. Manson
UNA	Mr. Fierst	S/ISA	Col. Booth
NEA	Mr. Wright	DRW	Mr. Scammon (5)
OLI	Mr. Buford (4)	DRF	Mr. Chase (5)
GER	Mr. Spencer	DRN	Mr. Treasise (3)
FE	Mr. Peake	DRA	Mr. Burgin (4)
IAD	Mr. Ingersoll	DRS	Mr. Harvey (2)
E	Mr. Ross	DPI	Mr. Doherty (3)
		BI	Mr. Heck (2)

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